



Newberg-Dundee Police Department
401 E. 3rd Street
Newberg, Oregon 97132
(503) 537-1280

DANCE PERMIT APPLICATION ☐

SOUND PERMIT APPLICATION ☐

(Allow a minimum of 10 working days to process)

Fee: \$10.00 per dance

APPLICANT: _____ DRIVERS LICENSE # _____ DATE: _____

ADDRESS (street, city, zip code): _____

TELEPHONE: HOME _____ BUSINESS: _____

EVENT SPONSOR: _____

ADDRESS (street, city, zip code): _____

EVENT LOCATION: _____

DATE OF EVENT: _____ DANCE: TIME: _____ to _____ SOUND: TIME: _____ to _____

TYPE OR NATURE OF EVENT (please choose one of the following):

- ☐ Public Commercial or noncommercial even with audible sound OVER 200 ft.
(requires City Council approval allow 30 working day minimum to process)
- ☐ Noncommercial event with audible sound of 200 ft. or less
- ☐ Public
- ☐ Private/Invitational

NUMBER OF PEOPLE EXPECTED: _____

(All events are subject to Newberg Police Department Reserve personnel or other private security personnel)

WILL A FEE BE CHARGED FOR ADMITTANCE TO THE EVENT? Yes ☐ No ☐

WILL ALCOHOLIC BEVERAGES BE PRESENT ON THE PREMISES? Yes ☐ No ☐

TYPE AND AMOUNT OF SECURITY PROVIDED FOR THE EVENT: _____

DESCRIBE PROVISIONS FOR THE CONTROL AND DISPENSING OF ALCOHOLIC BEVERAGES

(Will a licensed OLCC server be on site or will alcohol be dispensed without consumption controls and oversight?)

I have read and understand the rules contained on the back of this form. The statements and information provided above are in all respects true, complete and correct to the best of my knowledge and belief. Tentative plans must substantially conform to all standards, regulations and procedures officially adopted by the City of Newberg.

Applicant Signature

Property Owner Signature

FOR CITY OF NEWBERG USE ONLY (comments & conditions)

☐ Police Services Request attached ☐ Liquor Application attached ☐ Insurance Certificate attached ☐ OLCC Permit attached
Police _____ Date: _____

City Manager ☐ approved ☐ denied Signature _____ Date: _____

City Council ☐ approved ☐ denied Mayor's Signature _____ Date: _____

REQUIREMENTS FOR PUBLIC AND INVITATIONAL DANCES

Pursuant to City of Newberg Code 93

- A license is required of any person or organization conducting or sponsoring any public or invitational dance in any building other than a private dwelling house.
- Minors under the age of 15 years, unaccompanied by a parent or legal guardian, are prohibited from attending any dance in a public dance hall within the City of Newberg.
- All dances shall be closed no later than 1:00 a.m., however, amplified sound must end at 10:00 p.m.
- The use of amplified sound requires an additional sound permit from the City of Newberg.
- All events having more than 100 persons must have a minimum of two Newberg-Dundee Police Reserve Officers or other security approved by the Chief of Police.

ADDITIONAL REQUIREMENTS FOR DANCES WHERE ALCOHOLIC BEVERAGES WILL BE SERVED

- Pursuant to City of Newberg Code 93, a certificate of liability insurance in the amount of \$300,000 or greater is required for any event where alcoholic beverages are served.
- A State of Oregon Liquor License Application must be attached to this form (if required).
- All events where alcoholic beverages are served must have a minimum of two Newberg Police Reserve Officers. (Final number of Officers required will be determined by Newberg Police Department based on information provided in the application).
- Permits will be approved subject to a local records check, criminal history check, type of event and number of persons expected.

Note: Permits are subject to revocation for violation of applicable City Ordinances and/or State Laws.

